CONFIDENTIAL

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MEMORANDUM FOR: Director of Data Processing

FROM:

Acting Executive Secretary, Honor and Merit Awards Board

SUBJECT: Certificate of Merit -

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 1. I am pleased to note that you have approved award of the Certificate of Merit to   in recognition of his exceptional achievements for the Agency. Please inform him of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise him that the Protocol Branch, Office of Personnel, will contact him to arrange presentation of the award.

 2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

/S/

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Attachments

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ESD/P   (28Aug84)

Distribution:
 0 - Addressee
 1 - Addressee (for return to Protocol Branch)
 1 - OPF w/Form 600 and narrative
 2 - ExecSec/HMAB
 1 - DDA

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UNCLASSIFIED when separated
from CONFIDENTIAL attachment

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C O N F I D E N T I A L

24 August 1984

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TO:

VIA: Recorder
         Honor and Merit Awards Board

SUBJECT: Security Reminders

Congratulations from the Office of Security.

As you are a recipient of an Agency award, the following
security reminders are provided for your assistance:

     ° It is left to your judgment as to who outside
the Agency may be told of your award. Close friends
and immediate family are suggested

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     ° Specific details underlying the granting of
the award shall not be released outside the Agency.
This, of course, is to protect Agency sources, methods
and activities. Also, information about the award
shall not be released directly to the public infor-
mation media.

You are cordially invited to address all inquiries of a
security nature concerning your award to the Board or you may
wish to contact the undersigned directly on extension

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FOR THE DIRECTOR OF SECURITY:

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Security Advisor
Honor and Merit Awards Board

Original - Addressee
1 - Exec. Sec. HMAB
1 - ODP
1 - Subject's File

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C O N F I D E N T I A L